

OPERATIONS & ADMINISTRATIVE COMMITTEE AGENDA

Called by: Paul Arena, Chairman

Members: John Butitta, Valerie Hanserd,

Joe Hoffman, Michael Thompson

Ray Thompson, Christina Valdez

DATE: THURSDAY, JUNE 4, 2026

TIME: 5:30 PM

LOCATION: ROOM 303

COUNTY ADMINISTRATION BLDG

404 ELM STREET

ROCKFORD, IL 61101

AGENDA:

A. Call to Order

B. Roll Call

C. Approval of Minutes – May 7, 2026

D. Public Comment – This is the time we invite the public to address the Operations and Administrative Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first-come, first-served basis, with sign-up at the meeting. Speakers may not address zoning matters that are pending before the ZBA, the Zoning Committee, or the County Board. Personnel matters, pending or threatened litigation, may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgment by the chair, please stand and state your name. Thank you.

E. Resolution Authorizing the Winnebago County Board Chairman to Execute a Contract for Transportation Services by and between the County of Winnebago, Illinois and Reagan Mass Transit District for FY-2027

F. Resolution Authorizing the Winnebago County Board Chairman to Execute a Memorandum of Understanding for Rural Winnebago County Public Transportation (Program Compliance Oversight Monitor-PCOM) by and between the County of Winnebago, Illinois and Reagan Mass Transit District for FY-2027

G. Resolution Authorizing the Countywide Elevator Maintenance Contract

H. Other Matters

I. Future Agenda Items

J. Adjournment

**Winnebago County Board
Operations and Administrative Committee Meeting**

County Administration Building
404 Elm Street, Room 303
Rockford, IL 61101

Thursday, May 7, 2026
5:30 PM

Present:

Paul Arena, **Chairperson**
Valerie Hanserd, **Vice Chairperson**
John Butitta
Michael Thompson (7:01 departure)
Ray Thompson

Absent:

Joe Hoffman
Christina Valdez

Others Present:

Joseph Chiarelli, County Board Chairman
Patrick Thompson, County Administrator
Steve Schultz, Chief Financial Officer
Hope Edwards, Director, Purchasing (Staff Liaison)
Lafakeria Reuter, State's Attorney's Office
Chris Dornbush, Chief Operations Officer
Debbie Crozier, Director, Human Resources
Lori Gummow, County Clerk, Winnebago County
Bill Crosby, Auditor, Winnebago County
Luke Carlson, Attorney, State's Attorney's Office
Jennifer Muraski, Coroner, Winnebago County
Matt Lane, Deputy Coroner, Winnebago County
Shawn Franks, Director, Facilities
Tom Klein, Circuit Clerk
Jennifer Stacy, Administrator, WCAS
Rick Borrett, Director, WCAS
Matt Gabel, County Board Member
John Sweeney, County Board Member
Jim Webster, County Board Member
Jim Beam, Care for Pets
Stephanie Hicks, PAWS
Zach Enderle, 1919 Architects
Clayton Nelson, Huffman Keel

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes –April 2, 2026
- D. Public Comment – This is the time we invite the public to address the Operations and Administrative Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first-come basis with sign-up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee, or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgment by the chair, please stand and state your name. Thank you.
- E. Ordinance Amending Chapter 62, Article VI, Division 3 [Leaves of Absence] of the Winnebago County Code of Ordinances

- F. Resolution Awarding Purchase of Ford Expedition for Coroner's Office Using Fee Funds
Cost: \$81,038
- G. Discussion - Winnebago County Animal Services
- H. Discussion - Public Safety Building Update from Huffman Keel
- I. Other Matters
- J. Future Agenda Items
- K. Adjournment

Chairperson Arena called the meeting to order at 5:30 PM.

Roll Call

Chairperson Paul Arena, yes; Ms. Valerie Hanserd, yes; Mr. John Butitta, yes; Dr. Michael Thompson, yes; Mr. Ray Thompson, yes.

A quorum is present.

Approval of Minutes – April 2, 2026

Chairperson Arena called for a motion to approve the minutes of April 2, 2026.

Motion: Ms. Hanserd. Second: Dr. Thompson.

Chairperson Arena called for any discussion.

Chairperson Arena called for a vote to approve the minutes.

The motion was passed by a unanimous voice vote.

Public Comment

Chairperson Arena read the Public Comment Section. Ms. Hicks of Care for Pets discussed county and city sponsored donations to alter 100 pit bulls, citing limited access to low-cost spay/neuter services, and reported that 116 Winnebago County pit bulls were altered, vaccinated, and provided other services. She is working with Animal Services, community members, the City Council, and Aldermen to address spay/neuter needs within the community.

Ordinance Amending Chapter 62, Article VI, Division 3 [Leaves of Absence] of the Winnebago County Code of Ordinances

Motion: Chairperson Arena. Second: Dr. Thompson.

Mr. Patrick Thompson shared information on the ordinance. Ms. Crozier reviewed the proposed amendments to the ordinance.

Chairperson Arena called for any questions or comments.

- A discussion followed.

Chairperson Arena called for any other questions.

Chairperson Arena called for a vote to approve the ordinance.

The motion to approve the resolution was passed by a unanimous voice vote.

Resolution Awarding Purchase of Ford Expedition for Coroner's Office Using Fee Funds Cost: \$81,038

Motion: Chairperson Arena. Second: Dr. Thompson.

Mr. Patrick Thompson reviewed the resolution and called for any questions or comments.

- A discussion followed.

Chairperson Arena called for any other questions.

Chairperson Arena called for a vote to approve the resolution.

The motion to approve the resolution was passed by a unanimous voice vote.

Discussion - Winnebago County Animal Services

Mr. Patrick Thompson announced Mr. Rick Borrett as the new Director at Animal Services and shared updates on the facility, including the hiring of a full-time veterinarian. Ms. Jennifer Stacy, the Administrator, also provided an update on Animal Services improvements and current status. Mr. Borrett provided an update on the Illinois Department of Agriculture's annual shelter inspection.

- A discussion followed.

Discussion - Public Safety Building Update from Huffman Keel

Mr. Patrick Thompson introduced Mr. Clayton Nelson of Huffman Keel. Mr. Nelson provided an update on the construction of the Public Safety Building and shared materials with the committee. Mr. Zach Enderle, of 1919 Architects, also provided input on the construction.

- A discussion followed.

Other Matters

- Discussion took place regarding the Ordinance adopted in February 2026, regulating door-to-door solicitation.

Future Agenda Items

- No future agenda items reported.

Motion to Adjourn

Chairperson Arena called for a motion to adjourn the meeting.

Motion: Ms. Hanserd. Second: Mr. Butitta.

A unanimous voice vote passed the motion to adjourn.

The meeting was adjourned.

Respectfully submitted,

Nancy Bleile
Executive Assistant



Resolution Executive Summary

Committee Date: Thursday, June 4, 2026

Committee: Operations & Administrative

Prepared By: Chris Dornbush

Document Title: Resolution Authorizing The Winnebago County Board Chairman To Execute A Contract For Transportation Services By And Between The County Of Winnebago, Illinois And Reagan Mass Transit District For FY-2027

County Code:

Board Meeting Date: Thursday, June 11, 2026

Budget Information:

Was item budgeted? No	Appropriation Amount: \$
If not, explain funding source: Grant funded	
ORG - OBJ - Project Code:	Budget Impact: None - Budgeted

Background Information:

Winnebago County is seeking to continue participation in the Rural Winnebago County Public Transportation (RWCPT) Program that offers public transportation to citizens in the rural parts of Winnebago County. The Illinois Department of Transportation (IDOT) is involved with the program and assist with the financing of it through a grant that the County has been approved for. The grant would be inclusive of obtaining proper ADA compliant vehicles for public transportation. The County is seeking to partner with Reagan Mass Transit District (Reagan MTD) to continue being the operator of the Program for the County, who would also carry the insurance. Residents would simply need to call and request a ride to Reagan MTD to facilitate the service. This agreement will continue the partnership (2025-CR-024) for the Program for the upcoming year, July 1, 2026 through June 30, 2027 and is based upon the State of Illinois fiscal year.

Recommendation:

Winnebago County Administration supports offering public transportation services to the County citizens. The intent of offering this service is to make resources (appointments, shopping, etc.) more accessible to citizens that reside in rural parts of the County.

Contract/Agreement:

Yes, attached.

Legal Review:

Yes

Follow-Up:

Staff can follow-up with the Reagan Mass Transit District as requested by Committee or County Board.

County Board Office

404 Elm Street, Rm 533, Rockford, IL 61101 | wincoil.gov
Phone: (815) 319- 4225 | E-mail: boardoffice@admin.wincoil.gov

RESOLUTION
of the
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS

SUBMITTED BY: OPERATION & ADMINISTRATIVE COMMITTEE

2026 CR _____

**RESOLUTION AUTHORIZING THE WINNEBAGO COUNTY BOARD CHAIRMAN
TO EXECUTE A CONTRACT FOR TRANSPORTATION SERVICES BY AND
BETWEEN THE COUNTY OF WINNEBAGO, ILLINOIS AND REAGAN MASS
TRANSIT DISTRICT FOR FY-2027**

WHEREAS, the County of Winnebago, Illinois (hereinafter, “County”) has an interest in providing transportation services for rural Winnebago County residents to enhance their access for resources within the County; and

WHEREAS, by the County providing a program, “Rural Winnebago County Public Transportation” (hereinafter, “RWCPT”) for rural transportation connectivity, it will have a direct effect upon the health, general welfare of residents and the regional economy; and

WHEREAS, the Illinois Department of Transportation (hereinafter, “IDOT”) offers grant program funding for rural transportation; inclusive of vehicles, and the County has been approved by IDOT as a recipient of these funds; and

WHEREAS, Reagan Mass Transit District (hereinafter, “Reagan MTD”) are insured, experienced, and continue to operate this program in Dixon, Illinois for Ogle and Lee Counties, and Reagan MTD is seeking to continue the partnership with Winnebago County as the operator of the program, RWCPT for July 1, 2026 through June 30, 2027, State of Illinois fiscal year 2027; and

NOW, THEREFORE BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois that Joseph Chiarelli, the Winnebago County Board Chairman, is authorized and directed to, on behalf of the County of Winnebago, Illinois sign the necessary documents to enter into a contract and take any and all actions necessary with Reagan Mass Transit District to operate the Rural Winnebago County Public Transportation Program for Winnebago County, Illinois, attached hereto as **Exhibit A**.

BE IT FURTHER RESOLVED, that this Resolution shall be in full force and effect immediately upon its adoption.

BE IT FURTHER RESOLVED, that the Clerk of the County Board is hereby authorized to prepare and deliver a certified copy of this Resolution to the Winnebago County Chief Operating Officer, County Chief Strategic Officer, County Administrator, the County Auditor, and the County Finance Director.

Respectfully submitted,
Operations & Administrative Committee

AGREE

DISAGREE

PAUL ARENA, CHAIR

PAUL ARENA, CHAIR

VALERIE HANSERD, VICE CHAIR

VALERIE HANSERD, VICE CHAIR

JOHN BUTITTA

JOHN BUTITTA

JOE HOFFMAN

JOE HOFFMAN

MICHAEL THOMPSON

MICHAEL THOMPSON

RAY THOMPSON

RAY THOMPSON

CHRISTINA VALDEZ

CHRISTINA VALDEZ

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this ____ day of _____ 2026.

ATTESTED BY:

JOSEPH V. CHIARELLI
CHAIRMAN OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

LORI GUMMOW
CLERK OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS



Contract for Transportation Services

This Contract for Transportation Services (Contract) is entered into this ___ day of _____, 2026, by and between **Reagan MTD (Reagan MTD)** and the **County of Winnebago, Illinois (County)** Administrator of the 5311 Grant for Rural Winnebago County Public Transportation services. Reagan MTD and County are collectively referred to herein as “Parties” or individually as a “Party”.

WHEREAS, Reagan MTD whose fiscal year is from July 1st through June 30th, has an interest in the provision of transportation services to the general public in rural Winnebago County, Illinois; and

WHEREAS, the County Board of Winnebago County, Illinois has approved and designated Reagan MTD as the rural transit system Administrator for Rural Winnebago County Public Transportation (RWCPT) program; and

WHEREAS, the Rural Winnebago County Public Transportation (RWCPT) is the name of the program specifically for Winnebago County, Illinois; and

WHEREAS, the Illinois Department of Transportation (IDOT) has agreed to allow current Executive Director of Reagan MTD (Greg Gates) to be the Program Compliance and Oversight Monitor (PCOM) for the County and who has seven (7) years of PCOM experience; and

NOW, THEREFORE, IT IS MUTUALLY AGREED by the County and Reagan MTD as follows:

A. PURPOSE

1. The purpose of this contract is to arrange for public transit services under the support of the designated public transit system.
 - a. Funding for the RWCPT is received by the County from the Formula Grants for Rural Areas program through the Illinois Department of Transportation (IDOT), with the County serving as the grantee for the funding. RWCPT is a contracted service of the County.
 - b. IDOT is the pass-through-entity of funding from the U.S. Department of Transportation, CFDA #20.509. Funding for RWCPT is provided to the County via the following funding sources:
 - i. Federal Transit Administration (FTA) 5311 Program (\$207,864); and
 - ii. IDOT Downstate Operating Assistance Program (DOAP) (\$798,728).
 - c. IDOT reimburses the County based on actual services provided; it is expressly acknowledged hereunder that all payments to **Reagan MTD** are contingent upon funding being released to the County by IDOT. If payment from IDOT is delayed for purposes beyond the control of the County, payment will be distributed to **Reagan MTD** as soon as reasonably practicable, but in any event no later than thirty (30) days

after the time funds are made available by IDOT.

- d. As a recipient of State and Federal funds, **Reagan MTD** agrees to abide by the most current applicable Certifications and Assurances of the U.S. Department of Transportation. **Reagan MTD** agrees to provide the County with an authorized (signed original) of the most current applicable Certifications and Assurances within thirty (30) days of execution of this contract.
- e. The County has agreed to hire as PCOM for the RWCPT, the current Reagan MTD Executive Director. This hire is with concurrence by IDOT, and completion of a state sponsored PCOM training. The PCOM has sole responsibility for:
 - i. Monitoring the compliance practices of its operator;
 - ii. Monitoring compliance with applicable Federal and State requirements;
 - iii. Reviewing operator audit reports;
 - iv. Conducting periodic on-site inspections of **Reagan MTD's** operations and services, including programmatic, financial, and vehicle as it relates to public transportation provided pursuant to this contract; and
 - v. All oversight obligations on both parties in all FTA and IDOT contract agreements regarding 5311 and Downstate Operating Assistance Program.

2. Contractual Scope: Time Period being for Reagan MTD Fiscal Year 2027 (July 1, 2026 – June 30, 2027) the following scope outlines Reagan MTD's role in the RWCPT:
 - Vehicles used in system: Three (3) 5311 Vehicles owned by the County.
 - Covered and insured by Reagan MTD
 - Proof of insurance coverage will be shared annually with the County
 - Operational Role: Employment of all necessary Transit Drivers and Dispatch, as well as use of other vehicles owned directly by Reagan MTD as necessary to provide the services hereunder.
 - Regular attendance at Human Services Transportation Program, Region 1 meetings, as well as statewide industry conferences (Rural Transit Assistance Conference, "RTAC", Illinois Public Transportation Association, "IPTA")
 - Will report in-person to the appropriate Winnebago County Board Committee from time to time, but no less than once a year regarding operations and status of the program.

B. TIME FRAME

1. The contract period for this agreement shall begin on July 1, 2026, and continue through June 30, 2027. Any extension or renewal of this contract shall be in writing and mutually agreed upon by both parties.

C. DESCRIPTION OF SERVICES

1. All transit services will be provided in vehicles open to the public without discrimination and no denial of service will occur without approval by the County and/or its designee.
2. Service shall be daily weekday demand-response transportation within rural Winnebago County, Illinois. Special request designations may occur if they are

- considered an eligible transportation expense per IDOT and FTA requirements along with prior approval from the County and/or its designee.
3. Additional passenger transportation services may be provided on an incidental basis with mutual written approval of the County and/or its designee.
 4. Except on holidays, transit services shall be provided Monday through Friday between the hours of 6:00 AM – 6:00 PM within Winnebago County. Deviations from the days and hours of service or designated service area must be approved in writing by the County and/or their designee.
 5. The following RWCP recognized holidays:
 - Fourth of July (July 3, 2026)
 - Labor Day (September 7, 2026)
 - Thanksgiving Day (November 26, 2026)
 - Friday After Thanksgiving (November 27, 2026)
 - Christmas Eve (December 24, 2026)
 - Christmas Day (December 25, 2026)
 - New Year's Eve (December 31, 2026)
 - New Year's Day (January 1, 2027)
 - Good Friday (March 26, 2027)
 - Memorial Day (May 31, 2027)
 - Juneteenth (June 18, 2027)
 6. Vehicles utilized in public transit service, regardless of procurement funding source (i.e.: FTA 5311, etc.) and including all uses of vehicles provided by the County, shall be insured with the following coverage:
 - Commercial Auto Liability – combined single limit of \$1,000,000.
 - Uninsured and Underinsured motorist - \$1,000,000
 - The County must be added as an additional Insured Party to the Providers Policy.
 - Proof of this coverage (certificate) shall be provided to the County by July 1, 2026 or within thirty (30) days of the start of the contract.

D. VEHICLE RESPONSIBILITIES

1. Vehicles supplied by the County shall be subject to rotation with other vehicles in the transit fleet based on service need.
2. Maintaining vehicles (5311) supplied for provision of service under this contract shall be the responsibility of **Reagan MTD** including the purchase of parts for repairs. The County and **Reagan MTD** agree that vehicles are to be kept in safe and presentable condition and meet all manufacture and IDOT regulations for preventative maintenance.
3. It is the responsibility of **Reagan MTD** to maintain mileage records of all County owned vehicles to ensure preventive maintenance inspections are scheduled on a timely basis as required pursuant to this contract.
4. Vehicles used for provision of transit services under this contract shall be insured by **Reagan MTD** to the levels described in C6. A certificate of insurance documenting this coverage and acknowledging the County as an insured entity in the policy is required and will be provided to the County by July 1, 2026 or within thirty (30) days of the start of the contract. In addition, the County requests it is named on the agency umbrella policy, if procured. The insurance coverage must be primary and not non-contributory. Such insurance shall not be cancelled without at least thirty (30) days written notice to the County.

E. OPERATIONS RESPONSIBILITIES

1. Drivers and Dispatchers for all transit services provided under this contract shall be employed by **Reagan MTD**. Drivers of vehicles with a capacity of sixteen (16) or more passengers shall be required to have and maintain a State of Illinois Commercial Driver's License (CDL) with appropriate endorsements (i.e.: passenger, air brakes, etc.) including a DOT Medical Card, as required.
2. Dispatch and administration of **Reagan MTD** agree to utilize TripMaster (product of Foxstar/CTS) for the purpose of scheduling rides, developing routes, and compiling monthly data reports.
3. **Reagan MTD** shall establish a drug and alcohol testing program conforming to 49 CFR Part 655 per the FTA. **Reagan MTD** shall require any transit service Operators to also have a testing program conforming to such requirements. No person may perform any safety sensitive functions without first being subject to testing under this program. A copy of **Reagan MTD's** drug and alcohol testing policy shall be provided to the County within thirty (30) days of the start of this contract. If changes are made to the policy at any time during the term of this contract, a copy of the revised document will be promptly provided to the County. Notwithstanding the foregoing, the County reserves the right, to require **Reagan MTD** to utilize the County's Drug and Alcohol policy to ensure consistent compliance with IDOT and FTA standards.
4. **Reagan MTD** shall conform to training requirements set forth by the County from time to time and be responsible for performing all training requirements along with maintaining physical copies of documentation associated with training and retraining efforts. The County reserves the right to hold specialized training in which all Drivers must attend upon administrative request.
 - i. Regular trainings required of Dispatch, Drivers and Administrative staff include:
 1. Reasonable Suspicion, Drug and Alcohol / Midwest Truckers
 2. Defensive Driving / RTAC
 3. Emergency Procedures / RTAC
 4. Passenger Assistance /RTAC
 5. Winter Driving / FTA
5. Employee training documentation may be inspected by the County for compliance at any time upon reasonable request.
6. All vehicle operations will be aligned with IDOT regulations.

F. OTHER PROVIDER RESPONSIBILITIES

1. **Reagan MTD** shall serve as an independent contractor.
2. **Reagan MTD** shall maintain accounting and records for all services rendered and ensure all persons responsible for project funds, including passenger revenues, are bonded to levels appropriate for the amounts of funds handled. A copy of the bond insurance of **Reagan MTD** will be provided to the County within thirty (30) days of the start of this contract.
3. **Reagan MTD** shall provide the County with monthly expenses in addition to the comprehensive quarterly reports of services rendered during the appropriate time frame. These reports shall be provided to the County by the 10th business day of the end of the previous month or quarter, respectively, and include the following information:
 - i. Total Number of Rides Separated by:

- Passengers
 - Escorts
- ii. Total Number of Miles Operated Separated by:
 - Revenue
 - Non-Revenue
 - iii. Total Number of Hours Operated Separated by:
 - Revenue
 - Non-Revenue
 - iv. Total Number of Trip Denials Separated by Purpose, if any
 - v. Total Number of Complaints Received, if any
 - vi. Total Number of Accidents, if any
 - Preventable
 - Non-Preventable
 - vii. Revenues Received from Passengers and all other Sources relevant to Public Transportation.
 - viii. Local Match paid to the County.
4. An annual report of services rendered during the entire fiscal year will be provided by **Reagan MTD** to the County by the 10th business day of the end of FY-2027. Should additional time be required to complete the collection of this report information **Reagan MTD** will communicate with the County and/or its designee and request additional time.
 5. **Reagan MTD** shall provide a copy of its most recent fiscal year audit to the County within thirty (30) days of the start of this contract. Should **Reagan MTD** be unable to provide a fiscal year audit by the designated date, an extension approval from the County (and/or its designee) must be obtained.
 6. **Reagan MTD** shall permit inspection of its vehicles, services, books, and records to the County, IDOT, or the FTA upon the request.
 7. **Reagan MTD** agrees to save harmless and indemnify the County, and its officials, both elected and appointed, and employees, from any all losses, expenses, damages (including loss of use), suits, demands and claims, and shall defend any suit or action, whether at law or in equity, brought against it and/or the County based on any such alleged injury (including death), or damages and shall pay all damages, judgments, costs and expenses, including attorney's fees, in connection with said demands and claims resulting therefrom.
 8. **Reagan MTD** shall promptly notify the County and/or its designee in the event of any unavoidable interruption or delay in service.
 9. **Reagan MTD** shall notify the County and/or its designee of any incidents relating to passengers serviced under this contract. As necessary and as permitted by law, the County will share information regarding passengers with **Reagan MTD**.
 10. **Reagan MTD** shall comply with all applicable state and federal laws, including, but not limited to, FTA charter rule, equal employment opportunity laws, nondiscrimination laws, traffic laws, motor vehicles equipment laws, confidentiality laws and Freedom of Information Act (FOIA) laws.
 11. **Reagan MTD** shall comply with all Federal clauses stated in the master agreement with the County and IDOT.

G. WINNEBAGO COUNTY/RWCPT RESPONSIBILITIES

1. As the grantee with IDOT, the County, in collaboration with **Reagan MTD**, shall seek operational subsidies, as needed, for public transit services under the terms

identified in this contract.

2. The PCOM, on behalf of the County shall prepare and submit all required State and Federal reports in the appropriate time and fashion based on information supplied by **Reagan MTD**, other contractors, and its own records.
3. **Reagan MTD** will perform the routing and scheduling of transit services in compliance with State and Federal guidelines to sufficiently meet the needs of the Winnebago County service area.

H. COMPENSATION

1. Fully allocated operating costs for services under this contract will be total reimbursement of eligible expenditures based upon partial operational expenses reimbursed by 5311 funding and the remaining expenses reimbursed by Downstate Operating Assistance Program (DOAP), less project income (revenue), if any.
2. After the 5311-contractual amount for the County has been exhausted, additional expenses will be paid out of DOAP with additional gaps in funding covered by local match, when and if needed. In the event all grant money is expended, the RWCPT system will use local match funding to cover remaining expenses.
3. All passenger revenue shall be applied to the costs of transportation services prior to application of federal transit funding and be considered to have expanded the level of services compared to what would be available without such resources.

I. REPORTING

1. In addition to the reporting requirements identified in *F3*, at the end of each month, **Reagan MTD** shall furnish the County with the following information on the identified requisition forms. Similarly, at the completion of a fiscal quarter, **Reagan MTD** shall furnish the following information using the IDOT Quarterly Requisition forms concerning public transportation services provided during the most recently completed quarter. This information shall be submitted to the County by the 10th business day of the month following the close of the quarter.

The information requested is:

- Expenses
- Revenues
- Total number of rides
- Total number of public service miles
- Total number of service hours

*This information is required by IDOT and the County for compliance with requisition filing and reporting and proper reimbursement for services.

2. The following items shall be reported to the County on an on-going basis:
 - Accidents involving a vehicle used in the RWCPT system. **Reagan MTD** shall notify the County and/or its designee of any preventable and/or non-preventable accident that occurs at any time regardless of vehicle ownership. Additionally, **Reagan MTD** will contact the identified Drug and Alcohol Consortium (Midwest Truckers Association) to determine if a drug and alcohol test will need to be performed. Should a test be required, it will need to be conducted within two (2) hours of the accident occurring.
 - A copy of all documentation associated with the accident shall be provided to the County. This should include a detailed accident report, police report, post-accident drug testing decision form, and any photo or video

media associated with the event.

- Incidents involving passengers carried under this contract.
- Cancellations or significant delays in services provided under this contract.
- When, and as warranted, the County and/or its designee will provide notification to **Reagan MTD** information on incidents impacting the system.

J. ENTIRE AGREEMENT

1. This contract contains the entire agreement between **Reagan MTD** and the County. There are no other agreements or understandings, written or verbal, which shall take precedence over the items contained herein unless made a part of this contract by amendment procedure.

K. AMENDMENTS

1. Any changes to this contract must be in writing and mutually agreed upon by **Reagan MTD** and the County. Changes may also require concurrence of the IDOT, Division of Public and Intermodal.

L. TERMINATION

1. Either party, may terminate this contract by providing written notice to the other party at least sixty (60) days prior to the intended termination date. Upon termination, Reagan MTD shall be entitled to payment for all services properly rendered through the effective date of termination. The parties shall cooperate in good faith to ensure an orderly transition of services.

M. SAVING CLAUSE

1. Should any provision of this contract be deemed unenforceable by a court of law, all other provisions shall remain in effect. Any and all legal issues shall be addressed in the 17th Judicial Circuit Court.

N. FARES SCHEDULE

1. **Reagan MTD** and the County agrees to utilize the proposed fare schedule for the purpose of charging passengers/customers who utilize the services provided under this agreement. Should this fare schedule need to be changed in the future, both parties agree to follow established protocols of IDOT and FTA in making proposed changes to fares.

ADOPTED BY THE PARTIES AS WITNESSED AND DATED BELOW, SUBJECT TO THE CONCURRENCE OF THE ILLINOIS DEPARTMENT OF TRANSPORTATION. (If concurrence from another funding agency is also needed, that information may be added.)

EXECUTED ____ DAY OF _____, 2026.

Greg Gates
Executive Director
Reagan Mass Transit District

Joseph V. Chiarelli
Chairman of the County Board
of the County of Winnebago, Illinois

ATTEST:

Lori Gummow
Clerk of the County of Board
of the County of Winnebago, Illinois



Resolution Executive Summary

Committee Date: Thursday, June 4, 2026
Committee: Operations & Administrative
Prepared By: Chris Dornbush

Document Title: Resolution Authorizing The Winnebago County Board Chairman To Execute A Memorandum Of Understanding For Rural Winnebago County Public Transportation (Program Compliance Oversight Monitor-PCOM) By And Between The County Of Winnebago, Illinois And Reagan Mass Transit District For FY-2027

County Code:

Board Meeting Date: Thursday, June 11, 2026

Budget Information:

Was item budgeted? No	Appropriation Amount: \$720 per month
If not, explain funding source: Grant funded	
ORG - OBJ - Project Code:	Budget Impact: None - Budgeted

Background Information:

Winnebago County is looking to continue participation in the Rural Winnebago County Public Transportation (RWCPT) Program that offers public transportation to citizens in the rural parts of Winnebago County. As part of the program, the state agency affiliated with it, Illinois Department of Transportation (IDOT) have certain requirements regarding specific reporting at designated periods of time. The individual who is responsible to report to IDOT for the program is referred to as the, “Program Compliance Oversight Monitor” (PCOM). The Executive Director for Reagan Mass Transit District, the partnering agency, is sought to be hired as an independent contractor for the County’s PCOM position. This position is to be paid \$720 per month due to the workload, his experience and ability to comply with the requirements of the program for the upcoming year, July 1, 2026 through June 30, 2027 and is based upon the State of Illinois fiscal year.

Recommendation:

Winnebago County Administration supports offering public transportation services to the County citizens. By offering this service there is monthly reporting requirements and the Executive Director of Reagan MTD has the experience and ability to process it to IDOT as the PCOM on behalf of the County.

Contract/Agreement:

Yes, attached.

Legal Review:

Yes

Follow-Up:

Staff can follow-up with the PCOM as requested by Committee or County Board.

County Board Office

404 Elm Street, Rm 533, Rockford, IL 61101 | wincoil.gov
Phone: (815) 319- 4225 | E-mail: boardoffice@admin.wincoil.gov

RESOLUTION
of the
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS

SUBMITTED BY: OPERATIONS & ADMINISTRATIVE COMMITTEE

2026 CR _____

RESOLUTION AUTHORIZING THE WINNEBAGO COUNTY BOARD CHAIRMAN TO EXECUTE A MEMORANDUM OF UNDERSTANDING FOR RURAL WINNEBAGO COUNTY PUBLIC TRANSPORTATION (PROGRAM COMPLIANCE OVERSIGHT MONITOR-PCOM) BY AND BETWEEN THE COUNTY OF WINNEBAGO, ILLINOIS AND REAGAN MASS TRANSIT DISTRICT FOR FY-2027

WHEREAS, the County of Winnebago, Illinois (hereinafter, “County”) is seeking to provide transportation services for rural Winnebago County residents to enhance their access for resources within the County; and

WHEREAS, the County is partnering with Reagan Mass Transit District (hereinafter, “Reagan MTD”) to be the operator of the “Rural Winnebago County Public Transportation” (hereinafter, “RWCPT”) program; and

WHEREAS, the RWCPT is an Illinois Department of Transportation (hereinafter, “IDOT”) initiative for Illinois counties and by participating in the program certain requirements must be met; and

WHEREAS, the County and its designated Program Compliance Oversight Monitor (hereinafter, “PCOM”) will need to comply with reporting standards set forth in the program, RWCPT for July 1, 2026 through June 30, 2027, State of Illinois fiscal year 2027; and

WHEREAS, the current Reagan MTD Executive Director, Greg Gates, has the experience, knowledge, and ability to fill the role of the PCOM on behalf of the County as required by program; and

NOW THEREFORE, BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois that the County of Winnebago, Illinois hereby authorizes the Executive Director of Reagan Mass Transit District (hereinafter, “Reagan MTD”), to be the Program Compliance Oversight Monitor (hereinafter, “PCOM”) for the Rural Winnebago County Public Transportation (hereinafter, “RWCPT”) program, as attached hereto as **Exhibit A**, “Memorandum of Understanding for Rural Winnebago County Public Transportation PCOM” (Reagan Mass Transit District).

BE IT FURTHER RESOLVED, that this Resolution shall be in full force and effect immediately upon its adoption.

BE IT FURTHER RESOLVED, that the Clerk of the County Board is hereby authorized to prepare and deliver a certified copy of this Resolution to the Winnebago County Chief Operating Officer, County Chief Financial Officer, County Chief Strategic Officer, County Administrator, the County Auditor, and the County Finance Director.

Respectfully submitted,
Operations & Administrative Committee

AGREE

DISAGREE

PAUL ARENA, CHAIR

PAUL ARENA, CHAIR

VALERIE HANSERD, VICE CHAIR

VALERIE HANSERD, VICE CHAIR

JOHN BUTITTA

JOHN BUTITTA

JOE HOFFMAN

JOE HOFFMAN

MICHAEL THOMPSON

MICHAEL THOMPSON

RAY THOMPSON

RAY THOMPSON

CHRISTINA VALDEZ

CHRISTINA VALDEZ

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this ____ day of _____ 2026.

ATTESTED BY:

LORI GUMMOW
CLERK OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

JOSEPH V. CHIARELLI
CHAIRMAN OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

**Memorandum of Understanding for
Rural Winnebago County Public Transportation PCOM**

This Memorandum of Understanding (MOU) is being made between Reagan Mass Transit District (“Reagan MTD”), and the County of Winnebago, Illinois (“Grantee”), for Rural Winnebago County Public Transportation (“RWCPT”). Reagan MTD and Grantee are collectively referred to herein as “Parties” or individually as a “Party”.

- I. The Parties agree that Reagan MTD’s current Executive Director, Greg Gates, shall serve as the Program Compliance Oversight Monitor (“PCOM”) for this contracted service to be provided to the Grantee.
- II. The Parties agree their relationship is that of an independent contractor for the position of PCOM. The defined period of time for this MOU will be for the period of July 1, 2026 – June 30, 2027.
- III. Reagan MTD, through the PCOM agrees to provide the following services for the Grantee as required by the Illinois Department of Transportation (“IDOT”), Office of Intermodal Project Implementation:
 - a. General Program Knowledge – The PCOM shall possess proficiency in area including but not limited to:
 - i. Relevant federal and state program’s purpose and funding; and
 - ii. State and federal public transportation capital and operating grant requirements.
 - b. Service Coordination and Management Plan – The PCOM shall develop and update, as needed, a Service Coordination and Management Plan (“SCMP”) that is approved in writing by the IDOT. In the SCMP, the PCOM shall provide the following:
 - i. A list of all the public and specialized transportation service providers, Human Service Transportation Plan (“HSTP”) Coordinators, and Stakeholders with the Grantees territorial boundaries;
 - ii. The methodology in which the Grantee shall ensure public transportation service planning, design, and operation, is open, transparent, and coordinated to the maximum extent possible;
 - iii. An explanation of the Grantee’s and its operator(s) public transportation complaint process and procedures; and
 - iv. Any additional information requested by the IDOT.
 - c. Monitoring – The PCOM shall monitor and analyze the following:
 - i. The level of performance of the public transportation service being provided by the Grantee and/or operator(s) within the Grantees territorial boundaries. The PCOM should monitor the following measures: hours of service, days of service, number of vehicles, revenue vehicle hours, revenue vehicle miles, system expenses and revenues, ridership, trip denials, revenue hours, miles per vehicle, and cost per trip/mile/hour.
 - ii. The utilization condition, and maintenance of Project Facilities, as needed.
 - iii. All service contracts associated with the project, including any service territorial boundaries. For the service contracts, the PCOM shall monitor revenues received and the number of trips provided. The PCOM shall ensure all service contract collected by the Grantee and/or its operators is properly accounted for, and reimbursements are reconciled with the Public Transportation Account (“PTA”) and the end of each fiscal year.

**Memorandum of Understanding for
Rural Winnebago County Public Transportation PCOM**

- d. Complaint Procedures – The PCOM shall document, investigate (if necessary), and resolve to the extent practicable all complaints regarding all public transportation provided by the Grantee and/or its operators.
- e. Program Reviews – The PCOM shall assist in any and all of the IDOT’s program reviews and audits of the Grantee and its operators and attend all meetings between Grantee and the IDOT, Office of Intermodal Project Implementation.
- f. Training – The PCOM shall, at minimum, attend any relevant local and regional public transportation coordination meeting such as Human Services Transportation Plan and any other additional training sessions identified by the IDOT.
- g. Public Transportation Account – On forms provided by the IDOT, the PCOM shall monitor the PTA by tracking deposits and withdrawals, the interest earned, and the balance in the account.
- h. Reporting – The PCOM shall submit electronic quarterly written reports (via Blackcat Portal) to the Grantee and to the IDOT quarterly. The report shall contain the following information:
 - i. A summary of all public transportation service coordination meetings, initiates, and activities undertaken by the Grantee and its operators;
 - ii. A summary and analysis of the activities pursuant to reporting with recommendations and time frames to correct any problems identified. For the service contracts in addition to the items being monitored, the PCOM shall provide a list of all service contracts and the Grantee’s effort to obtain additional service contracts;
 - iii. A summary and analysis of Public Transportation complaints and if applicable, the satisfaction of any entity which received service from the Grantee or its operators pursuant to a service contract, as well as recommendations and time frames to correct any problems;
 - iv. For the annual reporting to the IDOT, and accounting of all PTA transactions during the fiscal year and the amount of funds in the PTA to be carried over for future public transportation operating expenses; and
 - v. Any additional information requested by the IDOT.

IV. Termination

- a. At the end of the time period of this MOU, Reagan MTD can exit with no recourse for Grantee OR enter into a new MOU with Grantee.
- b. Grantee retains the right to terminate this MOU with Reagan MTD, provided a 30-day written notice is given.
- c. Reagan MTD retains the right to terminate this MOU with Grantee, provided a 30-day written notice is given.

V. Payment Terms

- a. Grantee agrees to pay Reagan MTD for the PCOM’s services provided in Section III, and any additional tasks required by the IDOT in the amount of seven hundred and twenty dollars (\$720.00) per month.
- b. Reagan MTD shall provide an invoice on a monthly basis to the Grantee and all payments shall be subject to the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1 et seq.

(The signatures of the parties appear on the following page).

Memorandum of Understanding for
Rural Winnebago County Public Transportation PCOM

Greg Gates
Executive Director of Reagan Mass Transit District (Reagan MTD) Date

Joseph V. Chiarelli,
Chairman of the County Board of the
of the County of Winnebago, Illinois Date

ATTEST:

Lori Gummow
Clerk of the County of Board
of the County of Winnebago, Illinois Date



Resolution Executive Summary

Prepared By: Purchasing Department on behalf of Facilities
Committee Name: Operations and Administrative Committee
Committee Date: June 4, 2026
Board Date: June 11, 2026
Resolution Title: Resolution Authorizing the Countywide Elevator Maintenance Contract

Budget Information

Was item budgeted? YES	
If not, explain funding source:	
ORG/OBJ/Project Code: Various budgets countywide	Budget Impact: \$54,602 FY27 \$60,062 FY28

Objective

To secure a formal two-year contract extension with **Kone, Inc.** for County-wide elevator maintenance services, utilizing the OMNIA Partners intergovernmental purchasing agreement to ensure competitive pricing and service continuity. This service agreement will support required inspections, service calls and maintenance needed countywide.

Background

Winnebago County has contracted with Kone, Inc. since 2018. The initial agreement was established through the U.S. Communities Purchasing Contracted Rates. Since then, the County has maintained this partnership through yearly riders tied to the OMNIA Partners extension, which currently runs through 2028. Over the past seven years, Kone, Inc. has provided consistent and satisfactory service to the County's facilities.

Procurement Strategy

The Purchasing Department and Facilities Engineer have successfully negotiated an agreement, leveraging the OMNIA contract satisfies competitive bidding requirements. This negotiated agreement establishes lower overall rates than those projected in a standard open market bid.

Recommendation

Based on a track record of reliable performance and the realization of cost efficiencies through the intergovernmental rider, Facilities Engineer Shawn Franks recommends the award of this contract to: Kone, Inc., One Montgomery Court, PO Box 429, Moline, IL, 61265.

Contract Terms & Fiscal Impact

- **Initial Term:** Two (2) years.
- **Pricing:** Governed by the negotiated rates outlined in **Exhibit B (Pricing Tab)**.
- **Legal Framework:** Terms are further defined by **Exhibit A (Winnebago County Rider)** to ensure alignment with local regulatory requirements.

Follow up

Upon approval, the Purchasing Department will execute the two-year contract, ensuring that all maintenance schedules remain uninterrupted.

**RESOLUTION
of the
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

Sponsored by: Paul Arena

Submitted by: Operations and Administrative Committee

2025 CR

RESOLUTION AUTHORIZING THE COUNTYWIDE ELEVATOR MAINTENANCE CONTRACT

WHEREAS, Section 2-355 of the Winnebago County Code sets forth the guidelines for the County's participation in the governmental joint purchasing agreements, and pursuant to the Illinois Governmental Joint Purchasing Act (30 ILCS 525/0.01 et seq) the County has reviewed the Omnia contract for Elevator Maintenance with Kone; and

WHEREAS, it is in the best interests of the citizens of Winnebago County for the County to participate in a new two (2) year service contract with Kone, Inc., under the Omnia contract number EV2516 agreement attached hereto as Exhibit A; and,

WHEREAS, the Operations & Administrative Committee of the County Board for the County of Winnebago, Illinois as reviewed the Kone agreement and recommends the awarding of a two (2) year contract with KONE, Inc., following Annual pricing:

TERM	ANNUAL PRICE
11/01/2026-10/31/2027	\$54,602.06
11/01/2027-10/31/2028	\$60,062.26

WHEREAS, the Operations & Administrative Committee has determined that the funding for the aforementioned purchase shall be as follows:

VARIOUS MAINTENANCE OPERATING BUDGETS

NOW, THEREFORE, BE IT RESOLVED, that the County Board of County of Winnebago Illinois, hereby authorizes the County Board Chairman to execute an agreement with KONE, INC, ONE MONTGOMERY COURT, PO BOX 429, MOLINE, IL 61265.

BE IT FURTHER RESOLVED, that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Facilities Engineer, Director of Purchasing, Board Office, Finance Director and County Auditor.

Respectfully Submitted,
OPERATIONS AND ADMINISTRATIVE COMMITTEE

PAUL AREA, CHAIR

PAUL AREA, CHAIR

VALERIE HANSERD, VICE CHAIR

VALERIE HANSERD, VICE CHAIR

JOHN BUTITTA

JOHN BUTITTA

JOE HOFFMAN

JOE HOFFMAN

RAY THOMPSON

RAY THOMPSON

MICHAEL THOMPSON

MICHAEL THOMPSON

CHRISTINA VALDEZ

CHRISTINA VALDEZ

The above and foregoing Resolution was adopted by the County Board of the County of
Winnebago, Illinois this ____ day of _____ 2026.

ATTESTED BY:

JOSEPH CHIARELLI
CHAIR OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

LORI GUMMOW
CLERK OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS



Elevators Escalators

KONE Inc.
5801 S. Pennsylvania Ave.
Suite 300
Cudahy, WI 53110
Tel (262) 373-0460
www.kone.com

Maintenance Contract Rider

October 30, 2025

Winnebago County
400 W State Street
Rockford, IL 61101

CONTRACT # 41867359- RIDER NO. 1

The parties hereby agree to be bound to the terms contained in the Agreement between **Winnebago County**. (Agent), and **KONE Inc.**, (Contractor) dated (the "Agreement"), together with those terms contained in this Rider. Provided, however, that notwithstanding any terms contained in the Agreement to the contrary, in the event of conflict between terms contained in the Agreement and terms contained in this Rider No. 1, the terms in this Rider shall supersede and prevail.

- 1. Effective 11-1-2026 thru 10-31-28 additional 2 year term.
- 2. 2026/27 \$54,602.06
- 3. 2027/28 \$60,062.26
- 4. All terms and conditions shall remain per contract # 41867359

ACCEPTANCE: The foregoing Agreement is hereby signed and accepted in duplicate on behalf of:

Winnebago County

Respectfully submitted by,
KONE Inc.

(Signature)

Wendy Kittredge, Sales Consultant

(Print Name)

(Approved By) Authorized Representative

(Print Title)

Title

Date: / /

Date: / /



**FY27-28 ANNUAL ELEVATOR MAINTENANCE
26NB-2479 QUOTE TAB**

YEAR ONE		KONE	OTIS	SCHINDLER	
Annual Maintenance 11/1/2026-10/31/2027		\$ 54,602.06	\$ 53,040.00	\$ 55,459.20	
Monthly Cost		\$ 4,550.17	\$ 4,420.00	\$ 4,622.00	
Emergency Phone wiring - One time		\$ -	\$ -	\$ 28,000.00	14 units @ \$2000
Emergency Phone Connection fee (14 cars)		\$ -	\$ 6,216.00	\$ 14,280.00	AT&T lines (ABV) 14 Units @\$37 14 Units @\$85 Monthly
Mail delivery per month \$5.00		\$ -	\$ 60.00	\$ -	
YEAR ONE		\$ 54,602.06	\$ 59,316.00	\$ 97,739.20	
YEAR TWO					
Annual Maintenance 11/1/2027-10/31/2028		\$ 60,062.26	\$ 55,692.00	\$ 57,683.00	
Monthly Year Two		\$ 5,005.18	\$ 4,641.00	\$ 4,806.00	
Emergency Phone Connection fee (14 cars)		\$ -	\$ 6,216.00	\$ 14,280.00	AT&T lines (ABV) 14 Units @\$37 14 Units @\$85 Monthly
Mail delivery per month \$5.00		\$ -	\$ 60.00	\$ -	
			5% each year	4% each year	
YEAR TWO		\$ 60,062.26	\$ 61,968.00	\$ 71,963.00	
term		2 years	5 years	5 years	
time and travel		YES	YES	YES	